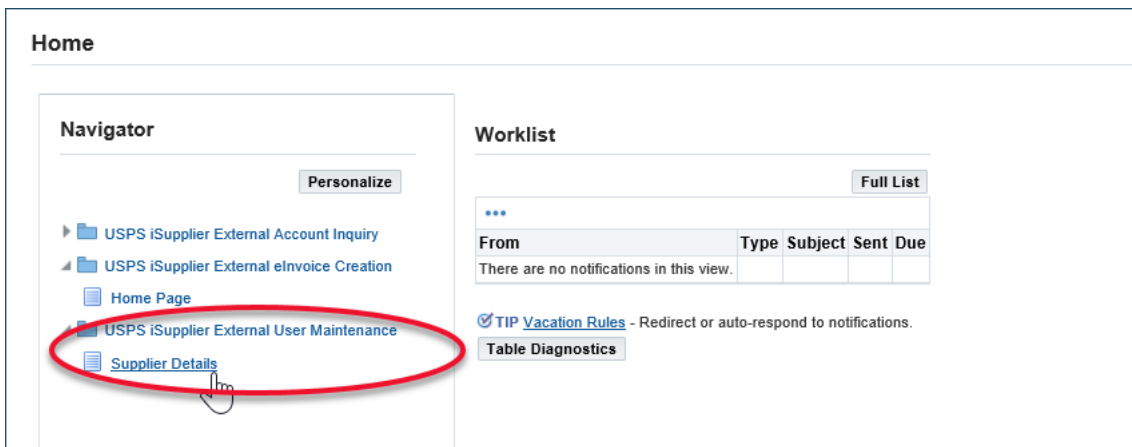


Add/Modify Users

Existing Admin users can add or update users in iSupplier.

<https://einvoice.usps.com>

Step 1 • Select USPS iSupplier External User Maintenance.



Home

Navigator Personalize

- USPS iSupplier External Account Inquiry
- USPS iSupplier External Invoice Creation
- Home Page
- USPS iSupplier External User Maintenance**
- Supplier Details

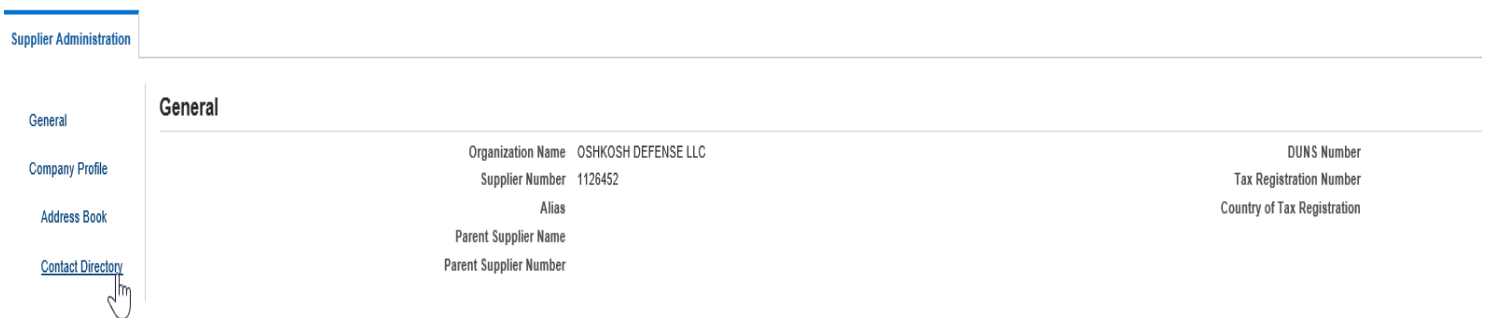
Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

Step 2 • Select Contact Directory.



Supplier Administration

General

Company Profile

Address Book

Contact Directory

General

Organization Name OSHKOSH DEFENSE LLC DUNS Number

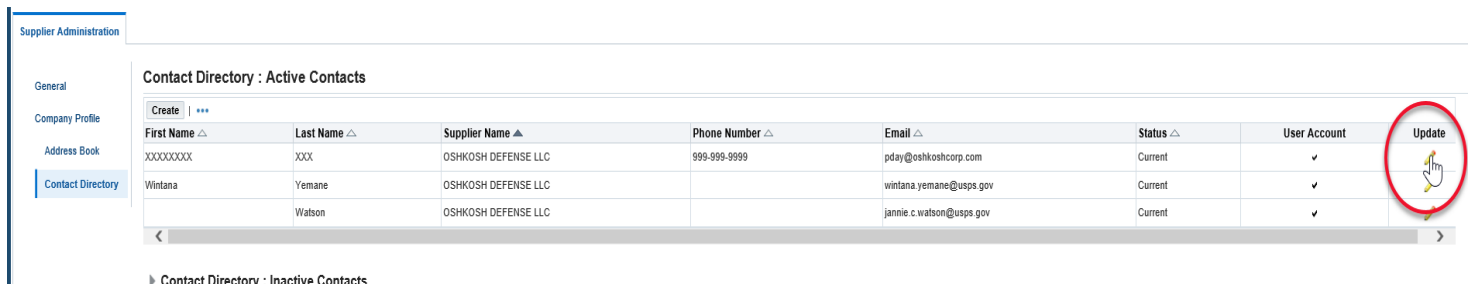
Supplier Number 1126452 Tax Registration Number

Alias Country of Tax Registration

Parent Supplier Name

Parent Supplier Number

Step 3 • To modify user select update, on up on the right hand side.



Supplier Administration

General

Company Profile

Address Book

Contact Directory

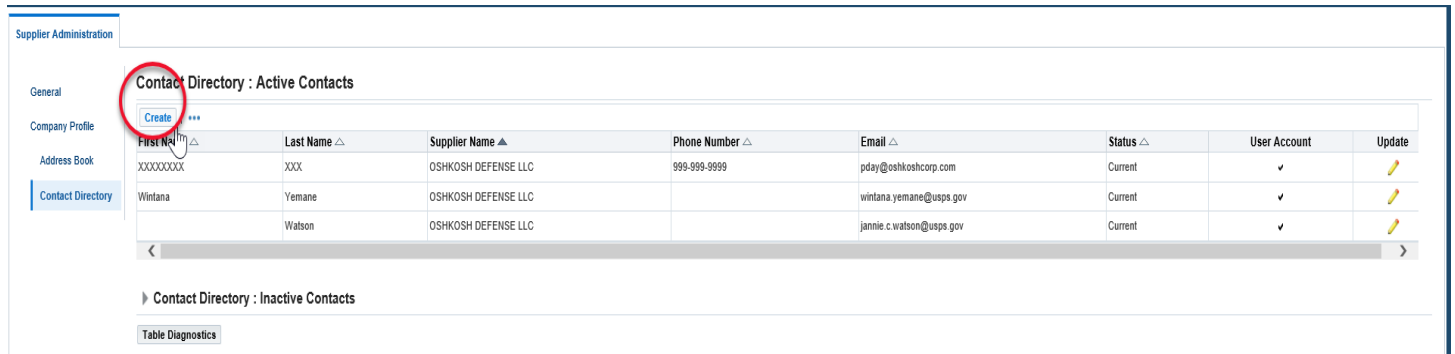
Contact Directory : Active Contacts

Create | ***

First Name △	Last Name △	Supplier Name ▲	Phone Number △	Email △	Status △	User Account	Update
XXXXXXXX	XXX	OSHKOSH DEFENSE LLC	999-999-9999	pday@oshkoshcorp.com	Current	✓	
Wintana	Yemane	OSHKOSH DEFENSE LLC		wintana.yemane@usps.gov	Current	✓	
	Watson	OSHKOSH DEFENSE LLC		jannie.c.watson@usps.gov	Current	✓	

▶ Contact Directory : Inactive Contacts

Step 4 • To Add a new user, select Create.



Supplier Administration

General

Company Profile

Address Book

Contact Directory

Contact Directory : Active Contacts

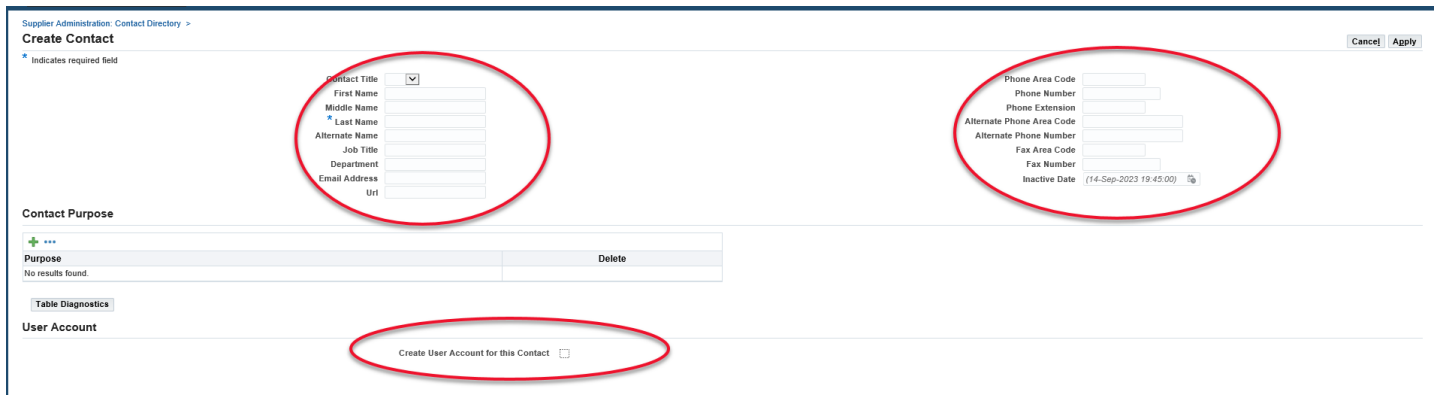
Create ***

First Name	Last Name	Supplier Name	Phone Number	Email	Status	User Account	Update
XXXXXXXX	XXX	OSHKOSH DEFENSE LLC	999-999-9999	pday@oshkoshcorp.com	Current	✓	
Wintana	Yemane	OSHKOSH DEFENSE LLC		wintana.yemane@usps.gov	Current	✓	
	Watson	OSHKOSH DEFENSE LLC		jannie.c.watson@usps.gov	Current	✓	

Contact Directory : Inactive Contacts

Table Diagnostics

- Step 5 • Enter user's: First, Last Name, Email Address and Phone number.
- Check the Create User Account for this Contact Check-box.



Supplier Administration: Contact Directory >

Create Contact

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Uri

Phone Area Code

Phone Number

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date (14-Sep-2023 19:45:00)

Contact Purpose

+ ***

Purpose

No results found.

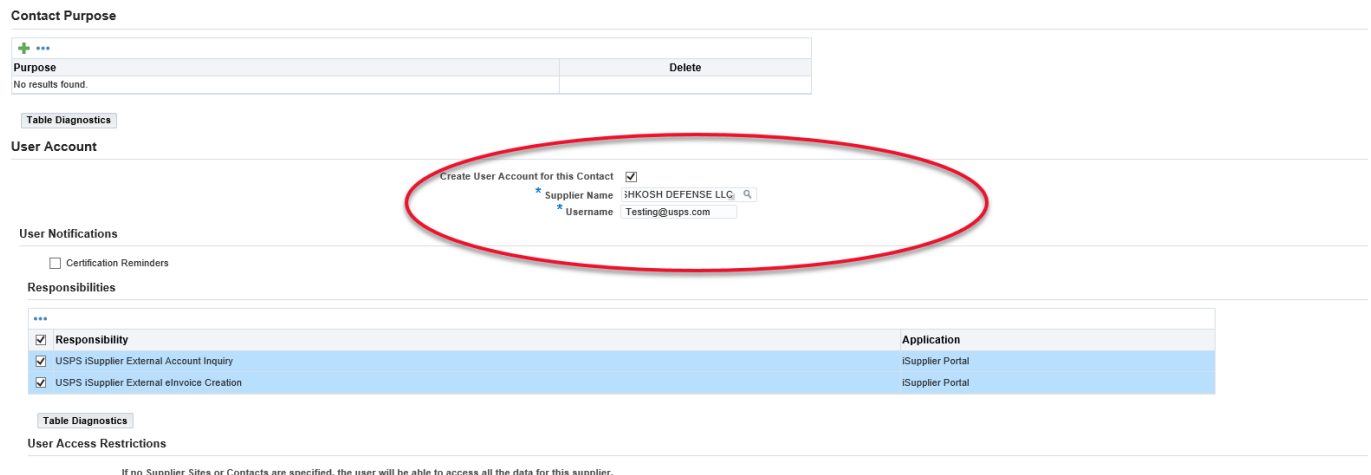
Delete

Table Diagnostics

User Account

Create User Account for this Contact

- Step 6 • Make sure the email address is populated under username.
 - The system will send the added user an email with a password reset link.



Contact Purpose

+ ***

Purpose

No results found.

Delete

Table Diagnostics

User Account

Create User Account for this Contact

* Supplier Name SHKOSH DEFENSE LLC

* Username Testing@usps.com

User Notifications

Certification Reminders

Responsibilities

+ ***

Responsibility	Application
<input checked="" type="checkbox"/> USPS iSupplier External Account Inquiry	iSupplier Portal
<input checked="" type="checkbox"/> USPS iSupplier External Invoice Creation	iSupplier Portal

Table Diagnostics

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Step 5 • Assign one or more user roles and select Apply

- USPS iSupplier External Account Inquiry will allow the users to come in the system and query the account-view invoices and payments.
- USPS iSupplier External invoice Creation will allow users to come in submit invoices on behalf of the organization.

Supplier Administration: Contact Directory >

Create Contact

* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	292
First Name	Test	Phone Number	333-XXXX
Middle Name		Phone Extension	
* Last Name	Test	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title		Fax Area Code	
Department		Fax Number	
Email Address	Testing@usps.com	Inactive Date	(14-Sep-2023 19:45:00)
URI			

Contact Purpose

+	***	
Purpose		Delete
No results found.		

User Account

Create User Account for this Contact

Supplier Name: iHKOSH DEFENSE LLC
Username: Testing@usps.com

User Notifications

Certification Reminders

Responsibilities

Responsibility	Application
<input checked="" type="checkbox"/> USPS iSupplier External Account Inquiry	iSupplier Portal
<input checked="" type="checkbox"/> USPS iSupplier External Invoice Creation	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

OSHKOSH DEFENSE LLC

Cancel Apply

Once the user has been added, they will receive an email with a password reset link. Please see iSupplier Login or Password Reset Instructions for more details.